

## RFP Package- Document Checklist (For School Food Authority Use)

The following information must be completed, compiled and inserted into the PDF for each Exhibit (A, B, C, D)

### **RFP Template**

#### **Exhibit A: Site Information**

- SFA Site/Building Listing-General Data Chart
- SFA Site/Building Listing-Services to Be Provided Chart
- Additional Information About Foodservice Programs
- Insert a PDF copy of Meal Service Agreements with other SFAs/Organizations
- Insert a PDF copy of Sponsor and Site Application(s) for all programs the SFA participates in (Print/Save from the Nutrition Services CNP website)
  - School Meals Application Packet which includes:
    - Site Summary Page
    - Sponsor Application and Site Application(s) for all sites
  - Summer Food Service Program
    - Sponsor Application and Site Application(s) for all sites
  - Child and Adult Care Food Program
    - Sponsor Application and Site Application(s) all sites

#### **Exhibit B: Menus - 21 days of menus for all programs the SFA participates in.**

Check all programs of Exhibit B and insert PDF copies of the following menus as applicable:

- School Breakfast Program/SY 23-24 Menu for each grade level, if different
- School Lunch Program/SY 23-24 for each grade level, if different
- Preschool Breakfast and Lunch if served in classroom/separate area (CACFP meal pattern)
- A La Carte Program (list items/selling prices for all items sold)
- Afterschool Snack Program
- Fresh Fruit and Vegetable Program
- Summer Food Service Program (Include breakfast, lunch and snack, as applicable)
- Child and Adult Care Food Program
- Vended Meals – identify for which school/organization on menus (Include breakfast, lunch, and snack)
- Non-Reimbursable Snack with portion sizes

#### **Exhibit C: Food Service Financial Information**

- Food Service Financial Information for current SY (July-Dec)
- Insert a PDF copy of School Board approved school food service budget for (SY 22-23 and 23-24)
- Insert a PDF copy of SFA vendor paid list for purchases paid from the Non-profit food service account for previous school year (no student names)

#### **Exhibit D: List of SFA Charts and Attachments**

- Chart 1A: Labor Work sheet-SFA
  - Provide Union Contracts for SFA Employees and for current FSMC Employees, as applicable.
- Chart 1B: Fringe Benefit Cost Work Sheet-SFA
- Chart 2A: Vended Contract Meals Sold to Other Schools or Programs
- Chart 2B: Insert a PDF copy of Point of Service Sales Summary Reports for each feeding site (SY 22-23, SY 23-24 Aug-Dec.)
- Chart 3: Prices for student and adult meals
- Chart 4: SFA Charge Policy. Complete chart and insert a PDF copy of the SFA's Meal Charge Policy
- Chart 5: Copies of Reimbursement Claims – summary view for all programs for the current School Year (Aug-Dec) and SFSP claims for Summer 2023
- Chart 6: USDA Foods Entitlement Allocation and Usage SY 22-23 and 23-24
- Chart 7: School Calendar for SY 24-25
- Chart 8: Complete Designation of Program Expenses/Duties
- Chart 9: Equipment by Feeding Site